



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 17048 - Deputy, Civil Liberties, Privacy and Transparency - SNIS Professional Tier 1

Salary Range: None provided

Vacancy Open Period: 04/12/2018 - 04/26/2018

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: CLPT/ODIR

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.

Who May Apply

SNIS employees and highly qualified GS-15s in the ODNI may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The Civil Liberties and Privacy Office (CLPO) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPO's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community



(IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

Major Duties and Responsibilities (MDRs)

- Engage and influence key stakeholders to support the ODNI's Key objectives.
- Direct and oversee national intelligence issues related to the area of responsibility, set collection, analysis and Intelligence operations priorities that has an impact on IC, ODNI, directorates or components, or external partners.
- Direct and oversee processes and decisions in an ODNI enabling or support function such as policy guidance, information management, financial analysis, operations, R&D, etc.
- Lead the IC to remain current with major technical developments and with other IC programs in areas of interest.
- Create and sustain partnerships with other IC elements.
- Lead the development and implementation of the ODNI Strategic Plan; oversee the build-out and execution of the plan by coordinating Mission and Vision Statements, Core Values, Goals and Objectives, and Integrated Initiatives; specifically, provide overarching guidance to the team and coordinate all phases of the effort with ODNI senior leadership at key decision points.
- Lead and oversee the formulation, development, production and evaluation of a broad range of policies, processes, and guidance on subject areas, including mission enabling functions and intelligence oversight disciplines, and communicate these policies, processes, and guidelines to community stakeholders.
- Direct the development and implementation of controls and policies to provide guidance to management officials, and coordinate internal and external initiatives to ensure alignment with key intelligence priorities.
- Develop, evaluate, and analyze project proposals and action plans; determining impact on current resources, and forecasting resource needs.
- Lead a professional staff, assess performance, oversee goal setting, and provide feedback on personal and professional development. Interact with managers to ensure compliance and collaboration with policies which aides in developing the organizational culture.
- Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Lead the development and implementation of building a workforce and culture to deliver services that exceed customer expectations.

Mandatory and Educational Requirements

- Demonstrated knowledge of IC privacy issues related to EO 12333 and FISA, as well as with government-wide privacy authorities such as the Privacy Act, the e-Government Act, FISMA, and OMB privacy memoranda. .



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- Demonstrated knowledge and experience applying research methodologies and legal practices to interpret laws, regulations, and policies, analyze issues and draft findings, conduct assessments, and make structured recommendations.
- Demonstrated knowledge of information and database technologies that may implicate privacy protection issues.
- Strong interpersonal, leadership and managerial capabilities, including the ability to build, sustain, and foster relationships and networks within the IC.
- Strong oral and written communication skills, including the ability to clearly convey complex information and ideas to all levels of management.

Desired Requirements

- Directly relevant experience with privacy, civil liberties, and transparency issues related to core IC authorities and sources of protections, such as EO 12333, FISA, First and Fourth Amendment jurisprudence, and classification and intelligence transparency policies and requirements.
- Directly relevant experience with government-wide privacy authorities such as the Privacy Act, the e-Government Act, FOIA, FISMA, and OMB issuances.
- Ability to interpret laws, regulations and policies, analyze issues and draft findings, conduct assessments, and make structured recommendations.
- Strong knowledge and understanding of potential impact of information and database technologies on privacy and civil liberties.
- Ability to convey complex CLPT matters to all audiences, including senior leaders, congressional staff, external advocates, and the public.
- Ability to train, mentor and supervise staff in subject matter areas.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); and davijao@dni.ic.gov (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-0731.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-0731; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations. **REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**